	3/01/03
CM/ECF	Chapter V
	Utilities
External User's Guide	Section 2
U.S. Bankruptcy Court, Southern District of Florida	Internet Payments Due

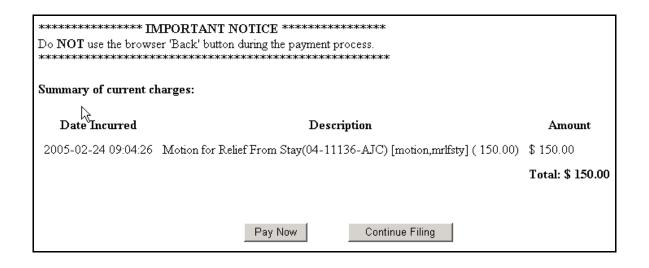
Below are the steps to pay outstanding fees with the court for electronically filed documents.

- STEP 1 Select **Utilities** from the main menu.
- STEP 2 Click Internet Payments Due.

NOTE: If there are no fees due, the following message appears:

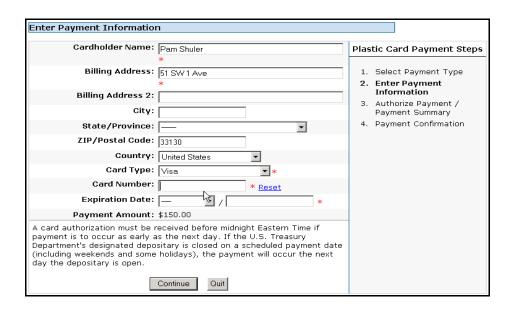
"There are currently no outstanding CM/ECF credit card charges"

- STEP 3 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.
 - The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

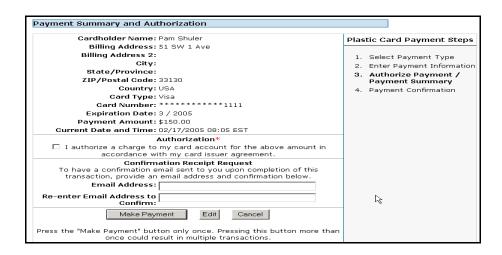


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The **Enter Payment Information** screen will display. Enter the text fields. Items with a red " * " are required, but the user should also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

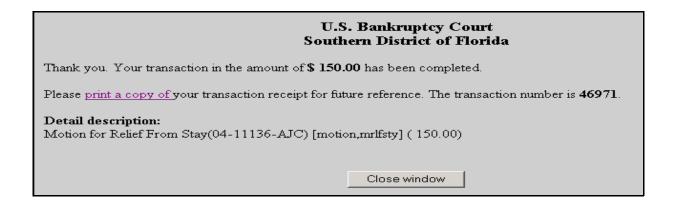


The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.



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STEP 6 The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.



CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.